LaRC
Financial Users' Network (FUN) Forum

Reid Center – Auditorium

May 9, 2008

Agenda

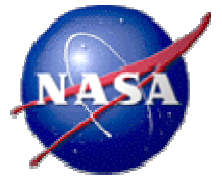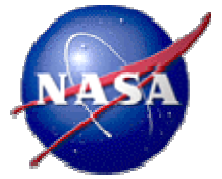|		
9:30 – 9:35 am	Welcome	Kathy Ferrare
9:35 – 10:05 am	Labor Charging, Labor Corrections and WBS Request Change Spreadsheet	Rob Lowe/Cathleen Norville
10:05 – 10:25 am	Release 8.2	Gene Griffith
10:25 – 10:35 am	Break	All
10:35 – 10:50 am	Travel Card	Jim Michael
10:50 – 11:00 am	Questions/Wrap Up/Upcoming Topics	Yvonne Dellapenta

Welcome

Kathy Ferrare
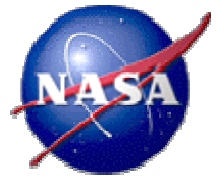
4-3776

Labor Charging and Labor Corrections
"Part of a Quality Programmatic and Fiscal Management Process at LaRC"

Rob Lowe
4-3246

Labor Charging - Background

How do we ensure Labor Charging is properly executed and documented?

- **Labor Planning** – *Employees are responsible for accurate timekeeping, therefore, they must be informed as to how the work they are performing is to be charged in advance of timesheet completion. During times of work migration, planners and managers should take extra steps to be sure the transition is reflected in timecharging practices. Work that is covered by more than one WBS should be carefully monitored and timekeeping splits clearly communicated to employees.*

- **System Configuration** – *A properly configured Timekeeping system will provide employees with unrestricted access to record the work they have completed and requires manager approval prior to processing. The manager review/approval process is the time when mischarging of WBS codes should be identified and corrected.*

- **Separation of Duties** – *Only persons that are deemed responsible for an employee's time charging should have access to update his/her timesheet. Any changes from LaRC System Administrators or Processors should be verified with the employee and/or approving manager and documented as such.*

- **Process Documentation** – *The Center/Agency timekeeping process should be documented in such a way that interested parties can verify that each of the above characteristics has been included in the current Policy, Procedures, and Practices.*

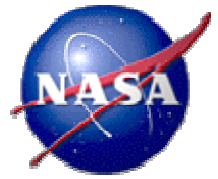Why do we have a Labor Charging Process?

To assign labor costs to the proper "benefiting" Fund>Program>Project

Financial Management Requirement (FMR) 7 Chapter 8:

080104. <u>Civil Service Labor</u>

A. "*It is the responsibility of every NASA Civil Service employee to record his or her time as accurately as possible against the particular program, project, service pool, or G&A activity for which the work was performed. The goal is to record to the "direct labor hour" for work performed to the actual Project WBS code assigned for that work...*"

B. "*Direct labor must always be charged directly to benefiting projects, if known by the employee, whether the employee is either assigned to a direct or indirect…*"

Who is responsible for Labor Charging? Employees and Managers

Langley Policy Directive 9270.1

5. RESPONSIBILITY

a. Civil Service Employee -- *Employees are individually responsible for the accurate input and recording of time and attendance (T&A) information to the correct labor WBS code(s) based on work performed or activity supported.*

b. Supervisors, Project Leads, and Activity Managers --

(1) Must provide valid and accurate WBSs to employees for work performed and explain work to be performed (if required).

(2) *Supervisors must verify labor charges from employees and certify the accuracy of employee T&A records.*
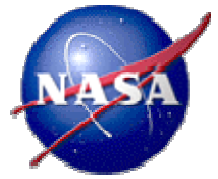
Langley Policy Directive 9270.1 (cont.)

5. RESPONSIBILITY (cont.)

(3) If charging discrepancies are found, the supervisor, project lead, and/or activity manager responsible for the labor WBS shall:

(a) Contact the employee and determine if the charges are correct. ***If the charges are not correct, the employee should submit corrections in WebTADS within 3 pay periods*** (timesheet changes correcting WBS charging are only allowed during the current fiscal year).

(b) Contact employee supervisor (if required) and other managers (if required) and communicate the charging discrepancies and required changes.

(c) If the above process fails, contact the Office of Chief Financial Officer (OCFO), Financial Management Organization (FMO) for resolution.
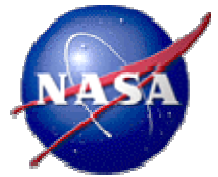
LaRC Timesheet Correction Process – Employee Generated

See Analyst Process Chart

Contact Resource Analyst for Action

Employee discovers or is notified of a Timesheet charging error.

No — Is the error Pay Affecting?

Contact Supervisor for direction

No — Is the error in the current Fiscal Year?

Yes

Note: Notify Resource Analyst

Complete the Timesheet Correction in WebTADs: Contact Payroll Office, WebTADs Admin, or Resource Analyst if Errors are encountered

The normal WebTADs correction process requires Supervisor approval and OCFO approval if older than 3 pay periods.

Corrections processed into SAP via ALDS

Labor Charging – Correction Process

LaRC Timesheet Correction Process – Analyst Generated
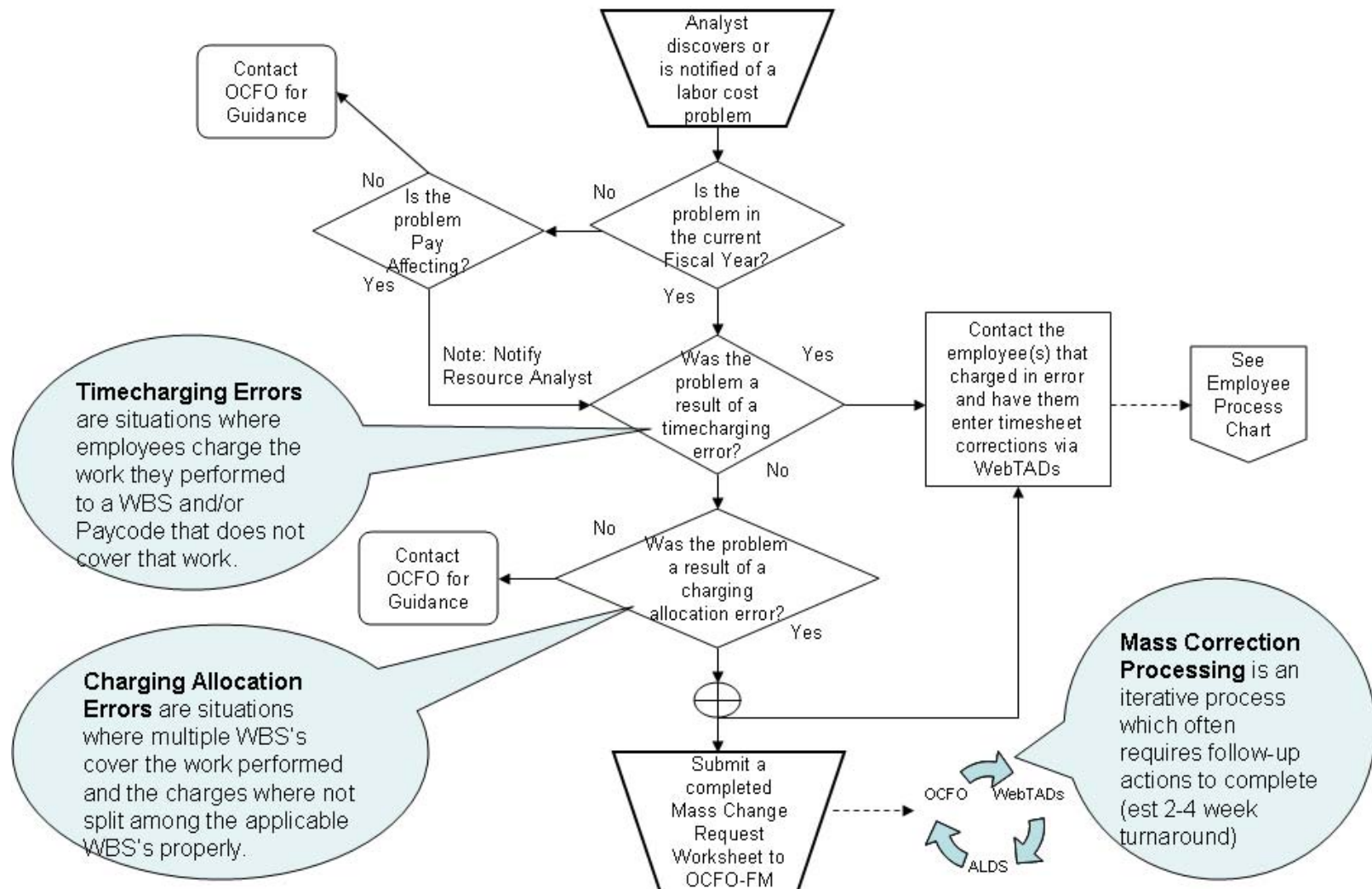
Labor Charging – Correction Process
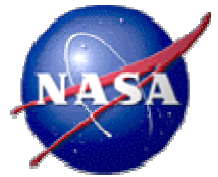
Analyst Request for Labor Corrections (a/k/a Mass Adjustments)

• 2 Types: WBS to WBS (Type II) and Fund Changes

• Timing: Corrections can be made during Labor processing or after posting (during the following processing period)

• New Worksheets have been put into place to help ensure that correction requests are properly documented *(see OCFO Website>Frequently Used Forms)*

WBS to WBS Example:

Submitted by:												
Section 1: Locate the record to be updated						Section 2: Provide updated WBS	Section 3: Justification		Section 4: Concurrence		Section 5: Processing		Section 6: Other
Last Name	First Name	WBS (From)	Payperiod End Date	Hour Type	Hours to Move	WBS (To)	Reason for Mass Change Request	Employee	Supervisor	All Reqd Info?	OCFO Status	Comments
Doe	John	123456.78.90	01/19/08	REG	10	098765.43.21	Directorate sent the funding for this work on a different WBS than was planned	YES	YES	YES		Example

Fund Change Examples:

| Submitted by:											
Section 1: Locate the record to be updated						Section 2: Provide updated FUND	Section 3: Justification		Section 5: Processing		Section 6: Other
Last Name	First Name	WBS	FUND (From)	Payperiod End Date	Hour Type	FUND (To)	Reason for Mass Change Request		All Reqd Info?	OCFO Status	Comments
ALL	ALL	123456.78.90	ESAX22008D	01/19/08	ALL	ESAX22007D	Source of Funding change		YES		Example 1: This entry would move all labor (including leave allocations) for the listed period
Doe	John	123456.78.90	ESAX22008D	01/19/08	REG	ESAX22007D	Source of Funding change		YES		Example 2: This entry would only move the listed Hour Type for the listed employee/period (no

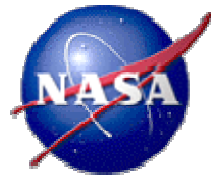*Please contact OCFO for guidance in using Labor Correction Worksheets if needed*

Questions
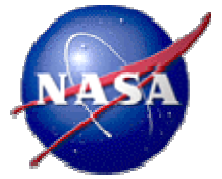
WBS Request Change Spreadsheet

Cathleen Norville

4-2113

WBS Request Change Spreadsheet

- OCFO initiated a new process in October 2007 for WBS adds or changes
  - ➢ Spreadsheet is located on the OCFO Website http://ocfo.larc.nasa.gov/index.cfm?fuseaction=hot_links.Forms&office=
  - ➢ Spreadsheet titled "*Request to Change/Add WBS*"

- After completion, please e-mail to:
  - ➢ Avis Smith (MdM)
  - ➢ Enette Doswell (WebTADS)
 - ➢ Cathleen Norville (ALDS/Labor)
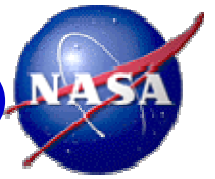
- Spreadsheet has been recently revised for "*ease of use*"

- Explanations have been provided on the spreadsheet to show "*typical*" examples

- Routine uses of this spreadsheet include:
    - Add New WBS = "**Add**"
    - Open existing WBS to additional indicators (i.e., procurement, travel) = "**Open**"
    - Close WBS to everything or to specific indicator = "**Close**"
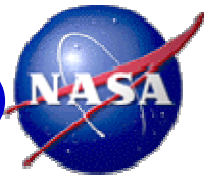   - Change WBS title or fund (labor only) = "**Change**"
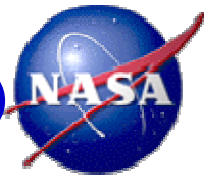
- **Add New WBS = "<u>Add</u>"**
  - Adds new WBS to MdM
  - Adds new WBS to WebTADS for labor charging if requested
  - Adds new WBS to ALDS Fund Table if requested to be open to Labor Analyst must provide correct Fund information for table
  - Analyst must advise which area it should be open to (i.e., Procurement, Travel, Labor)

- **Open existing WBS = "<u>Open</u>"**
  - WBS already exists in MdM
  - Analyst must advise which area it should be open to (i.e., Procurement, Travel, Labor)

- Close existing WBS = "**Close**"
  - Advise which area WBS should be closed to (i.e., Procurement, Travel, Labor)
  - If being closed to labor, must indicate if WBS should remain open for Type II adjustments

- Change existing WBS = "**Change**"
  - Used to change WBS "Title"
  - Used to change "Fund"
    Example: From ESAX22007D to ESAX22008D effective 6/1/08

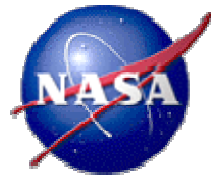   Must include effective PPE (Pay Period End) Date for Fund change
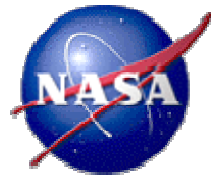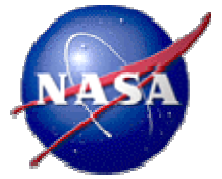
- WBS are opened in WebTADS effective the beginning of a pay period (Sunday) preceding e-mail request unless otherwise noted

- WBS are closed in WebTADS effective the next PPE Date (Saturday) after e-mail request if marked as "*Yes*" for Adjustments
  - ➢ Labor indicator stays on in MdM

- WBS are closed in WebTADS during a pay period (dated the day before L indicator is removed in MdM) if marked as "No" for Adjustments.
  - ➢ MdM is not date driven, and removing L indicator automatically closes WBS in WebTADS

- Fund is not in WebTADS
  - ➢ Fund is stored in an ALDS table and is derived during Labor processing
  - ➢ Send requests for Fund changes by COB on Tuesdays after PPE Date to ensure request is processed
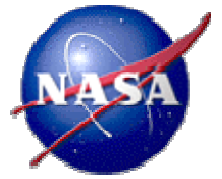 - ➢ Fund is <u>required</u> for all Labor requests
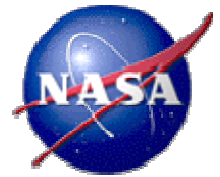
Questions

Release 8.2

Gene Griffith

4-3266

- Purchasing BW – Modify PRRPT33 Report (PO PLI queries) to include document date in the navigation block.

Release 8.2

- Cost – Create a new report (CMRPT37) to provide financial views of PR cost data by fiscal year and inception to date.
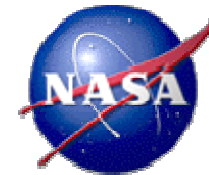
**Welcome
Kevin Tesler**

SAP

▶ ALDS Official Labor
▶ Accounts Payable
▶ Accounts Receivable
▶ Budget Execution
▼ Cost Management
　▼ Full Cost
　　▦ CMRPT22 - Monthly Rate Report (FY07 Forward)
　　▦ CMRPT23 - Project Cost Incl Cost Pools, COO & DW Adj
　　▦ CMRPT24 - Agency Fee for Svcs Full Cost Rpt (PY06 & Prior)
　　▦ CMRPT24 - Agency Svc Pools Full Cost Report (PY06 & Prior)
　　▦ CMRPT24 - Center G&A Full Cost Report (PY06 & Prior)
　　▦ CMRPT24 - Center Mgmt & Ops Full Cost Report (PY07 & Fwd)
　　▦ CMRPT24 - Corporate G&A Full Cost Report
　　▦ CMRPT24 - Full Cost of Project
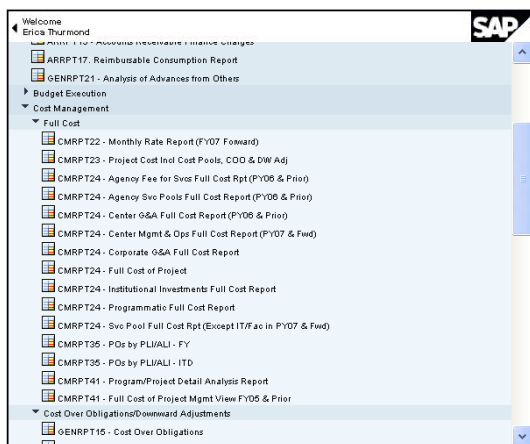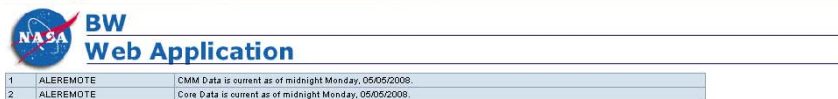　　▦ CMRPT24 - Institutional Investments Full Cost Report
　　▦ CMRPT24 - Programmatic Full Cost Report
　　▦ CMRPT24 - Svc Pool Full Cost Rpt (Except IT/Fac in PY07 & Fwd)
　　▦ CMRPT35 - POs by PLI/ALI - FY
　　▦ CMRPT35 - POs by PLI/ALI - ITD
　　▦ CMRPT37- PRs by PLI/ALI - FY
　　▦ CMRPT37 - PRs by PLI/ALI - ITD
　　▦ CMRPT41 - Program/Project Detail Analysis Report
　　▦ CMRPT41 - Full Cost of Project Mgmt View FY05 & Prior

- Travel BW – Rename "*Travel Query (Unrestricted Travel Doc Type)*" to "*General Query to Posting Date*" and move it to the BW launch pad.

Release 8.2
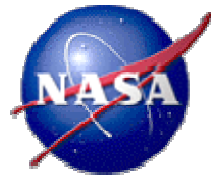
Release 8.2

- ALDS BW – Re-label the field currently named "*SAP Doc Type*" to read "*Document Type*" on the BW ALDS Summary Report to provide clarity and consistency across the ALDS and BW reports. Also Missing data fields (currently populated with a # sign) will be updated in BW. (For example, "#" sign was in posting date and period/fiscal year in some cases and this will now be populated with correct data)

Release 8.2

Financial Users' Network

Langley Research Center

- Cost – Create a new report CMRPT01 – CCR worksheet cost by reporting category report to provide a snapshot of CCR worksheet information to those users not having CCR roles. This report will include Outline Agreement and CLIN in the drilldown options.

- Adding posting date to navigation block of the BERPT50 – Operations Report (Direct) and (Reimbursable)

Release 8.2

Release 8.2

- Demo new 8.2 Hotlink on OCFO Web site

Questions

Financial Users' Network

Langley Research Center

Please be back in 10 minutes

Travel Card

Jim Michael
4-6094
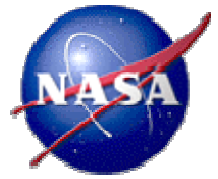
Agenda

- Travel Card Delinquency

- Transition to new Travel Card Provider

- Conference Cost Reporting

- Delegation of Approval Authority on Travel Vouchers

Travel Card Delinquency

- The issue
  - ➤ All agencies are under increased scrutiny regarding delinquencies for Travel Card Individually Billed Accounts (IBAs)
  - ➤ NASA, in recent years, has been among the worst agencies for IBA delinquency rates
    - ▪ Langley has been among the worst Centers within NASA
  - ➤ Root Causes
    - ▪ Because NASA was among the best at the inception of the program, they have not instituted practices as other agencies have done (i.e., split disbursement and salary offset)
    - ▪ SAP downtime, funding issues

- Travel Card Delinquency Percentage is one of the CFO Council Metrics
  - ➤ <2%   Green
  - ➤ >=2%<4%   Yellow
  - ➤ >=4%   Red

Travel Card Delinquency

- Delinquency = any outstanding balances that are >60 days from the original billing date
  - ➤ The billing date is usually the 23rd of the month
  - ➤ Example: an amount appears on a cardholder's March 23rd bill
    - ▪ It is originally due on April 17th, if not paid by April 23rd, it is overdue
    - ▪ If it is not paid by May 23rd, it is considered delinquent
- When there are balances on an account that are >60 days, the account is suspended by the bank
  - ➤ If a traveler is in a critical situation, the card can be put in "*Mission Critical Status*" by Langley

Travel Card Delinquency

- Communication:
  - At 45 days: Notice of warning sent to cardholder
  - At 60 days: Notice of delinquency sent to cardholder and supervisor
  - At 75 days: Notice of delinquency sent to cardholder, supervisor, and OUM
  - At 90 days: Notice of delinquency sent to cardholder, supervisor, OUM, and OHCM
  - At 105 days: Notice of delinquency and warning about cancellation sent to cardholder, supervisor, OUM, and OHCM
  - At 120 days: Notice of cancellation sent to cardholder, supervisor, OUM, and OHCM

- Additional information in notices:
  - Advice on disputing of transactions where appropriate
  - Offer to intervene on cardholders behalf if issues with BoA
  - Offer to intervene with NSSC on Travel Voucher payment issues
  - Directions about online payments to BoA

- Other initiatives:
  - CD Comm published in September 2007 about delinquency issue
  - Followed by @LaRC article in September 2007

NASA Delinquency Trend
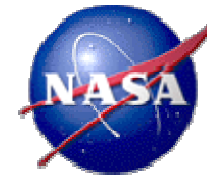
Individual Travel Bankcard Delinquency Rate - 4/08

Agency	0.8%	G
Langley	1.7%	G

Trend:
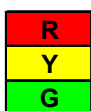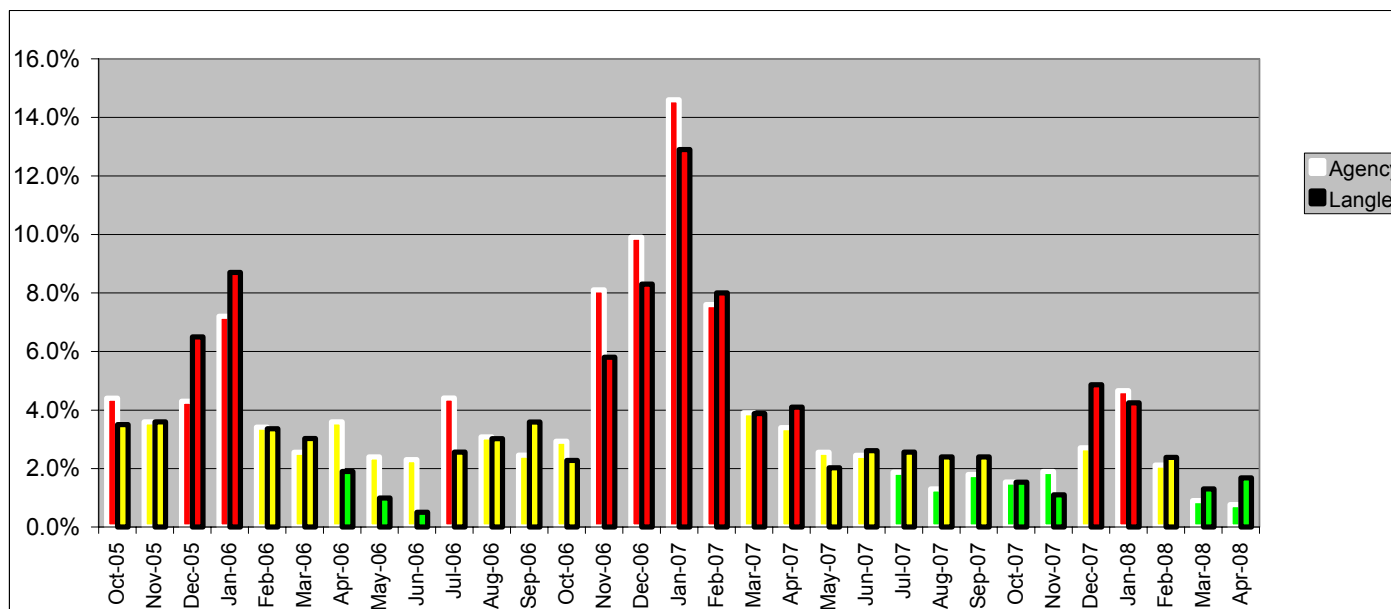
R	Delinquency rate is greater than or equal to 4%
Y	Delinquency rate is greater than or equal to 2% and less than 4%
G	Delinquency rate is less than 2%

Delinquencies - What Can You Do to Help?
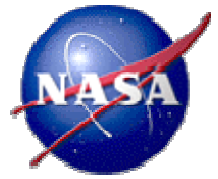
- Communicate with personnel in your organization about the importance of:
  - ➤ Submitting vouchers within 5 working days
  - ➤ Paying Travel Card bills on time
- Ensure that Travel Authorizations have sufficient funding
- Ensure that there is sufficient funding in case the Travel Voucher amount exceeds the authorization
- Call NSSC regarding Travel Voucher issues
  - ➤ 1-877-NSSC123
- Call Bank of America for disputed charges
  - ➤ 1-800-472-1424
- Call Langley's friendly Travel Office for Travel Voucher issues not resolved at NSSC
  - ➤ 42114
- Call your friendly Travel Card Agency Program Coordinators (APCs) for questions about your Travel Card or issues with Bank of America
  - ➤ Donna Hall – 42247
  - ➤ Jim Michael – 46094
- Payments can be made on line to Bank of America using www.myeasypayment.com

Transition to New Travel Card Provider
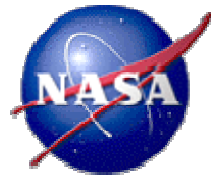
- On November 29, 2008, the GSA SmartPay1 contract will end and the GSA SmartPay2 contract will begin
- JP Morgan Chase will become NASA's new provider of charge cards, replacing the Bank of America (BoA)
- All BoA cardholders with open accounts in good standing will receive a new Travel Card from JP Morgan Chase
  - ➢ The cardholder file from BoA will be sent to JP Morgan Chase
  - ➢ Cardholders will receive new cards in the mail at the mailing address on file at BoA
  - ➢ The transition should be seamless to our cardholders with open accounts in good standing
- Bank of America will continue to issue new card and renewal cards until the date of transition
  - ➢ Applications for new cards may be cutoff about 2 weeks prior to the transition
- <u>Employees traveling over the transition date will need to carry both cards with them!</u>
  - ➢ There will <u>not</u> be a "*no strand policy*" – old card will be <u>closed</u> on November 29
  - ➢ New cards will not open until November 29 – traveler must verify receipt of card
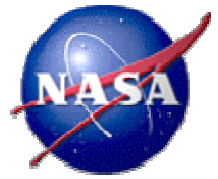
- What we are doing now
  - ➢ OCFO Financial Management Services Branch is looking at all open accounts at the Bank of America to ensure data integrity
    - ▪ Ensuring that all accounts correspond to active Langley Civil Servants and closing accounts or transferring them to other Centers
    - ▪ Looking at qualifiers on the BoA Account Listing report such as "*returned mail*" and "*card reissue declined*" - changing addresses and closing accounts as necessary
    - ▪ For cardholders who have not used their accounts in a long time and they have not verified card receipts, we have e-mailed them to ask if they want BoA account to remain open and if they want a card from the new bank

- What can you do to help?
  - ➢ Begin communicating with personnel in your organization about the transition
  - ➢ Encourage them to ensure that their account information is up to date with BoA

- Call your friendly Travel Card APCs for questions about status of your BoA account
  - ➢ Donna Hall – 42247
  - ➢ Jim Michael – 46094

- A new Congressionally mandated requirement is for NASA to report the cost of all conferences attended by NASA Civil Servants that meet the following requirements:
  - ➤ Are not held at a NASA Center
  - ➤ Which have, in addition to NASA Civil Servants, personnel who are not NASA Civil Servants or who are not contractors badged to a NASA Center

- Requirements
  - ➤ Name of Conference
  - ➤ Dates of conference
  - ➤ Location of conference
  - ➤ Conference sponsor
  - ➤ Total travel costs per conference
  - ➤ Total registration fees per conference

- ## What we have submitted so far:
  - ➢ Februrary 2008 – report for FY 2006, FY 2007 and the first quarter of FY 2008
  - ➢ March 2008 – report for FY 2003 – FY 2005
  - ➢ April 2008 – report for the second quarter of FY 2008

- ## How we gathered the data
  - ➢ Pulled BW reports from Travel Manager, sorted by city and date, derived conference titles, determined the sponsor, and totaled by conference
  - ➢ Obtained registration fee information from OHCM

- ## Where do we go from here?
  - ➢ We must now submit information on a quarterly basis
  - ➢ Future submissions will need better fidelity of data
  - ➢ We will need to ask preparers for additional information when preparing Travel Authorizations
    - ▪ Special format?
    - ▪ Additional information on the Travel Authorization?

Delegation of Approval Authority on Travel Vouchers

- LAPD 9700.3 directs that *all travel must be approved by an authority at least an organization level above the traveler*.
  - ➤ This policy is in accordance with NASA Policy and the Federal Travel Regulations
- Our recent audit by Ernst and Young revealed that many Travel Approvers are violating this policy
  - ➤ If a supervisor or manager delegates their authority to approve travel to a subordinate within their organization, and that individual approves the Branch Head's travel voucher, what has transpired equates to self-approval of a travel document
  - ➤ When an individual delegated authority to approve travel vouchers approves his/her own, it is a violation
- When Fedtrav.com is implemented in October 2008, *delegations of authority will not be an option*
- What we are doing
  - ➤ @LaRC article posted on May 7, 2008 to increase awareness
  - ➤ Individuals who have shown up on reports of "*self approval*" will be notified individually to increase awareness
  - ➤ Held teleconference with NSSC to make them aware
    - ▪ NSSC investigating how to ensure that vouchers are not paid if there are appearances of "*self approval*"
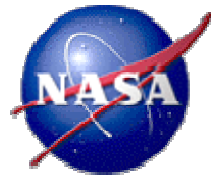
Questions
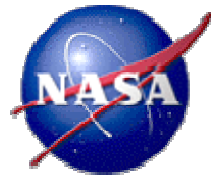
Questions/Wrap Up/ Upcoming Topics

- Questions?

- Next meeting – July (date TBD)

- Topics for next meeting?
  - ➢ Review process of funding and obligating/costing of institutional contracts (i.e., ODIN/ConITS)